COMMUNITY ART MURAL PROJECT



REQUEST FOR PROPOSAL CALL FOR ARTISTS



CALL FOR ARTISTS

May 11, 2018

Community Mural Project Northern Hills Community Association 11950 Country Village Link NE Calgary, AB T3K 6E3

Email: Mural@NorthernHills.ab.ca

Dear Calgary & Area Artists:

RE: Request for Proposal: Call for Professional Artists in Calgary & Area RFP# NHCA-Mural-2018

The Northern Hills Community Association is inviting Professional Artists or an Artist-lead Team of Artists living in Calgary, Redwood Meadows, Cochrane, Bragg Creek, Priddis, Chestermere, and Airdrie with experience in creating large scale works to submit a proposal for a Northern Hills Community Mural Project. The mural will be installed on the fence line along the east side of Coventry Hills Boulevard NE. The mural project specifications are outlined in the attached Request for Proposal, which is also available on-line at www.northernhills.ab.ca/call-for-artist-mural-project/.

Community Mural Project Highlights

- Approximately 850 metre wooden fence line along the east side of Coventry Hills Blvd NE between Country Hills Blvd NE and Country Village Road NE.
- Submission deadline is Thursday, May 31, 2018 at 12 pm.
- The RFP submission form must be saved as a PDF file and emailed to the project email address: Mural@NorthernHills.ab.ca. Total email file size must be smaller than 15 MB.

Optional:

If you intend to respond to this RFP, it would be greatly appreciated if you could send an email indicating your intention to respond to Mural@NorthernHills.ab.ca by Monday, May 21. This will assist the NHCA in planning for proposal evaluations.

Please note this RFP and RFP letter does not constitute a guarantee on the part of the NHCA that a contract will be awarded, and that this is not an order or a contract.

We thank you for your time, effort, and interest in our Northern Hills Community Mural Project. We look forward to receiving your response and working with you as a community to paint an incredible mural over the summer.

Sincerely,

NORTHERN HILLS COMMUNITY ASSOCIATION

Laura Hack NHCA Director



CONTENTS

1.	Introduction	4
2.	Project Goals	4
3.	Mural Themes	5
4.	Project Scope Overview	5
5.	Mural Location & Site Description	6
6.	RFP Artist Award	7
7.	Artist Eligibility	7
8.	Budget & Cost Estimates	8
9.	Selection Process	8
10.	Ownership & Reproduction	8
11.	Art Jury	9
12.	Contract Term & Budget	9
13.	Submission Requirements	9
14.	Submission Deadline	10
15.	RFP Information & Instructions	10
16.	RFP Response Forms	10
17.	Project Timeline	11
18.	General Terms & Conditions	12
19.	RFP Submission Checklist	14
Appe	endix 1: Photos of the Fence Line	15
Appe	endix 2: Community Mural Project Location	16
Appe	endix 3: Northern Hills Community Association Fast Facts	17

Special thanks to our valued project partners!









Anilin Decorating Centre







1. INTRODUCTION

The Northern Hills Community Association (NHCA) is inviting professional artists residing in Calgary, Redwood Meadows, Cochrane, Bragg Creek, Priddis, Chestermere, and Airdrie with large scale visual art experience to submit a response to a Request for Proposal (RFP) to be the Prime Contractor Artist (Artist) to lead the design and installation of the Northern Hills Community Mural Project (Mural). The NH Mural will be located along the fence line on the east side of Coventry Hills Blvd NE between Country Hills Blvd NE and Coventry Hills Way NE.

The RFP will include the following for the mural:

- 1. Professional design, development and installation of the mural.
- 2. Painting of the mural includes managing and participating in the application of
 - a. 2 coats of primer;
 - b. The mural design and the mural;
 - c. 2 coats of UV top coat; and
 - d. 2 coats of anti-graffiti.
- 3. Leading the community engagement of the property owners of the fence and Northern Hills residents to develop the mural design concept.
- 4. Working with volunteer artists and painters to paint the mural no later than Thursday, August 9 to ensure breaking the world mural record.
- 5. Completing the application of the UV protection and anti-graffiti mural top coats by September 9, 2018 to be ready for the Celebration Wrap-up event planned for Saturday, September 15, 2018.

Additional information on the NHCA and the Northern Hills Community can be found in Appendix 3 and on the NHCA website - www.NorthernHills.ab.ca/about-our-communities/.

PROJECT GOALS

The goals for this mural project are:

- 1. To paint the longest mural in Canada approximately 850 metres with an estimated 20,000 sq. ft of surface area.
- 2. To break a world mural record by inviting 14,000+ Calgarians and people in surrounding areas to paint the mural in 3 days.
- 3. Lay the foundation to inspire future murals in Northern Hills and become known as the Community of Mural Fences.
- 4. To revitalize and beautify the Northern Hills.
- 5. Inspire connection: Neighbours to Neighbours, Artists to Artists, Community to Community, Pathways to Parks, Residents to the Business Community and Calgarians to Northern Hills.
- 6. Rejuvenate and re-purpose a lifeless and underutilized route in Northern Hills along Coventry Hills Blvd and re-imagine a fence to become the heartbeat of Northern Hills.
- 7. Infuse a new art and cultural vitality to the community and introduce a significant public art piece along a primary route in the heart of Northern Hills.
- 8. Provide an opportunity for people of all ages and abilities to become involved with a huge community project that will instill a strong sense of belonging and enhance community pride.



- 9. To mentor aspiring artists in large scale art projects.
- 10. To share knowledge of large scale art projects with other professional artists.
- 11. Motivate and give people a reason to get out and walk, bike, jog and socialize along the mural.

MURAL THEMES

Themes for this mural project will be inspired by addressing the following question:

What are the qualities, characteristics, history and stories of Northern Hills that would contribute to developing the theme and broad concept of the Community Mural Project?

The proposed mural design should be enduring, welcoming and invite a sense of arrival to Northern Hills. The Artist will work with the NHCA, Fence Line Property Owners, NHCA volunteers, and the community to design the mural.

PROJECT SCOPE OVERVIEW

ARTIST

The general responsibilities of the Artist shall include but may not be limited to:

- 1. Properly preparing and painting a mural on an 850 metre wooden fence line with an estimated surface area of 20,000 sq ft. to ensure the longest mural in Canada.
- 2. Advising the NHCA on the proper preparation of the wooden fence to ensure the mural will endure for at least 10 years.
- 3. Scraping, power washing and cleaning of the fence will be completed by volunteers and overseen by the Artist to ensure the fence is properly prepared for the mural installation.
- 4. Priming the fence, designing and painting the mural, applying the UV protection and ant-graffiti top coats will be the responsibility of the Artist. The NHCA will assist in recruiting and coordinating volunteers to support the Artist throughout the mural installation process.
- 5. Working with the NHCA to create a community engagement plan and lead the community engagement process for the design concept.
- 6. Designing a visually and aesthetically pleasing mural design that is suitable for public viewing of all ages and embraces the NHCA and community feedback.
- 7. Effectively managing the design and installation of the mural.
- 8. Being on site during the painting of the mural for the three days from August 4-6 for the entire painting time to manage the mural installation process.
- 9. Being on site to participate in and manage the application of the UV top coats and anti-graffiti.
- 10. Being available for media interviews throughout the mural project process to discuss the project as needed.
- 11. Attending the Celebration Wrap-up event on Saturday, September, 15; time to be confirmed.
- 12. Engaging with Property Owners of the fence, Northern Hills residents, Sponsors and other NHCA stakeholders as appropriate and required throughout the mural design and installation process.
- 13. Assisting the NHCA in the planning of, attending and participating in public consultations to gain insights for the design concept.



- 14. Transferring ownership of the mural artwork to the NHCA and the Northern Hills Community.
- 15. Completing the mural by Sunday, September 9, 2018 to be ready for the Celebration Wrap-up event on Saturday, September 15, 2018.
- 16. Providing project updates and project reports as needed throughout the project process.
- 17. Communicating and collaborating with project volunteers to coordinate the mural installation.

NHCA

The general responsibilities of the NHCA shall include:

- 1. Providing and/or purchasing the following materials:
 - a. Primer, mural paint, UV protection top coat and anti-graffiti coating.
 - b. Paint brushes, fence scrapers, water buckets, rental of pressure washers.
- 2. Cleaning the fence line area of debris before the project begins on June 1.
- 3. Pressure washing the fence.
- 4. Supporting the Artist by actively recruiting and helping to coordinate volunteers and volunteer artists to assist in the mural installation process such as preparing, priming and painting the fence and applying the design outline prior to the August 4 weekend when the mural will be painted.
- 5. Making arrangements for the community engagement events such as booking the venue, providing refreshments and working with the Artist to determine the community engagement plan.
- 6. Arranging meeting times with stakeholders and setting up the project

MURAL LOCATION & SITE DESCRIPTION

The details of the fence line to be painted are:

- The substrate is an existing wooden fence that needs to be repainted.
- Based on Google Map measurements, the selected fence line runs approximately 850 metres along the east side of Coventry Hills Blvd NE between Coventry Hills Way NE and Country Hills Blvd NE.
- The fence is approximately 7.2 ft at its highest point and 6 ft at its lowest point for a total estimated surface area of 20,000 sqft.
- The fence has brick pillars spaced approximately 50 feet apart along the fence line. Between each brick pillar, the fence is divided by 1 x 2 inch board spacers that creates areas ranging from 6 to 10 feet wide. There is a total of approximately 230 of these 6 to 10 ft wide subsections along the fence line. Please see photo showing the 1 x 2 dividers in Appendix 1.
- The fence is approximately 17 feet to the curb of the boulevard.
- There are 5 utility boxes of varying sizes along the fence line. They are located on the other side
 of the sidewalk closer to the road and they do not block the ability to paint the fence. We are
 reaching out to the owners of the utility boxes to get permission to paint them which would then
 be incorporated into the mural design concept.
- Please refer to site photos in Appendix 1.



RFP ARTIST AWARD

Artist Contract Award: \$15,000 + GST

(Artist fee only; other project costs such as paint are separate and are covered by the NHCA with required NHCA approval prior to purchase.)

Payment Schedule:

1	1. :	\$2,000	on June 20, 2018 upon the provision of the digital files and initial draft of the mural design concept.
2	2.	\$2,000	on July 13, 2018 upon the completion of priming the fence.
3	3.	\$2,000	on July 27 upon completing the application of the design on the fence.
2	4. :	\$4,000	on August 10, 2018 upon completing the painting of the mural to the satisfaction of the NHCA and NHCA Mural Project Committee.
5	5.	\$5,000	at the completion of the mural (final anti-graffiti layer has been applied) and receipt of all reports and project files to the satisfaction of, the NHCA and the NHCA Mural Project Committee.

The Artist contract will not to exceed \$15,000 + GST for an Artist or an Artist-led Team of Artists.

7. ARTIST ELIGIBILITY

The Call for Artists is open to qualified professional artists and/or artist-led teams with demonstrated creative expertise and the technical skills to oversee and manage all phases of the mural process from community research, community engagement and community consultation through to mural design, production and installation.

Professional artists are defined as having specialized training in visual arts and/or having previous experience in leading larger mural art projects using acrylic paints.

The following is the eligibility criteria:

- 1. Qualified artists must be a full-time resident of Calgary, Redwood Meadows, Cochrane, Bragg Creek, Priddis, Chestermere, or Airdrie.
- Previous experience in managing large mural art projects is beneficial and highly considered.
- 3. Artists with a certificate or professional designation in visual arts is beneficial.
- 4. Artist-led groups or teams (Team) are eligible to apply. The Team must have a lead professional artist to be responsible for the project and will be the primary point of contact with the NHCA Project Contact.
- 5. The lead professional artist will be required to be onsite for the duration of the project.
- 6. The qualified artist must have personal liability insurance and Worker Compensation Board coverage. Proof of coverage and copies of the respective policies will be required by the NHCA immediately upon acceptance of contract.
- 7. NHCA employees are not eligible to submit proposals to this Call for Artists.



BUDGET & COST ESTIMATES

There is no requirement to provide quotes on the paint materials, paint brushes, paint rollers or paint roller covers for the RFP process. These materials will be determined with the successful Artist in collaboration with the NHCA in the first week of signing the project contract.

9. SELECTION PROCESS

The NHCA will assess the submissions and make their decision guided by the following considerations:

- The Artist's experience and quality of work.
- The Artist's willingness to work with community stakeholders.
- The Artist's ability to complete the project by September 9, 2018.
- The Artist's ability to attend the August long weekend and Celebration Wrap-up events.

The successful Artist will be the Prime Contractor and primary contact for the mural project.

The NHCA will evaluate all proposals submitted using the following criteria:

<u>Evaluation Criteria</u> <u>Weighting</u>		
1) Large mural project experience	30	
2) Portfolio examples	25	
3) Experience leading public consultations	15	
Ability to execute the project. Experience instructing art or leading groups of people to complete art projects	10	
Knowledge of paint materials and installation process	10	
6) References	10	
TOTAL 100		

10. OWNERSHIP & REPRODUCTION

Upon signing the Artist contract, the successful Artist shall agree to transfer all rights and ownership of the mural design to the NHCA and their successors. The NHCA and the Northern Hills Community shall have the right to make reproductions of the mural and use it for their purposes including but not limited to reproductions used in advertising, brochures, media publicity, and on websites.

The Artist shall maintain the rights to use the mural image for their professional portfolio and self-promotion purposes.

As the intention is to create a unique mural design for the Northern Hills Community, the Artist shall not make any additional exact duplicate reproductions of the final mural design, nor shall the Artist grant permission to others to do so except with the written permission of the NHCA as Owner.



11. ART JURY

The Art Jury will be made up of members of the community, artists, and the NHCA. The Mural Project Committee volunteers Kim Walker and Laura Hack will be involved as moderators to guide the art jury process as well as participate in the voting process to decide the final design concept.

The Art Jury will make the final decision on the mural concept design, without exception.

12. CONTRACT TERM & BUDGET

The expected term of the contract is June 1, 2018 to October 31, 2018. Should the weather not cooperate, and the painting of the mural be delayed to Summer 2019 as a result, the Artist agrees to complete the mural in Summer 2019.

The maximum budget for the Artist contract is \$15,000. This budget includes but is not limited to the Artist's fees, all costs associated with the design of the mural, travel costs to and from the project site and travel costs to attend project meetings as required.

The expected award date for this contract is June 4, 2018. The NHCA Mural Project Committee will contact all respondents to inform them if they have been successful via email. The NHCA reserves the right to negotiate the final terms and conditions of the contract award with the successful Artist. The NHCA reserves the right to reject any respondents that the NHCA is not able to agree to the terms and conditions meeting the organization's needs, in the NHCA's sole judgment.

13. SUBMISSION REQUIREMENTS

All RFP responses must be submitted in the following manner:

- Proposal submissions will use the provided RFP submission form.
- The RFP submission form must be submitted in PDF file format.
- Artwork images may be submitted as JPEG, PDF or PNG file formats.
- All files must be sent via one email to the project email address: Mural@NorthernHills.ab.ca.
- Total size of the files must not be larger than 15 MB to ensure the email does not bounce.
- The subject line of the email must read "RFP Submission First Name Last Name." E.g. RFP Submission Jane Doe. We cannot guarantee that we will see your submission if this format is not followed. You will receive a response acknowledging receipt of your email within 48 hours. Should you not receive an email response within 48 hours, please resend your email to ensure we have received it.
- Higher resolution images may be requested from Artists during the selection process.
- Please note that any materials submitted for this RFP response will not be returned and will become the property of the NHCA.

The NHCA reserves the right to reject any proposal that does not meet the RFP requirements.



14. SUBMISSION DEADLINE

All RFP responses must be received by the NHCA on or before –

Thursday, May 31, 2018 at 12:00 pm (Noon) MST

Submissions received after this deadline will not be accepted.

The RFP Submission Form is posted on the Northern Hills Community Association community mural project webpage for you to download and complete for your submission.

15. RFP INFORMATION & INSTRUCTIONS

Project Background

This RFP represents the requirements for an open and competitive process.

Artists may not outsource any part of this contract.

At the option of the NHCA and as a condition prior to selection, respondents may be asked to provide additional examples of their work and/or a concept design of a community mural. If the NHCA elects to ask for a concept design, the respondent will be paid a fee of \$375 (includes all taxes). Should the respondent not agree to this request, the NHCA retains the right to disqualify the respondent.

A minimum expectation of respondents to this RFP will be an in-person interview with the NHCA. It is understood that any costs for onsite interviews and/or phone/web/conference calls shall be the sole responsibility of the Artist.

The following outlines the primary NHCA contact for this Project and other pertinent instructions or information.

Contact Information

Northern Hills Community Association

Attn: Northern Hills Community Mural Project

E: Mural@NorthernHills.ab.ca

Questions

Please send us your questions about this RFP to the project email address: Mural@NorthernHills.ab.ca using the subject line, "RFP Questions," prior to the RFP submission deadline.

Costs of Proposal Preparation

All costs incurred in preparing a response to this RFP are the sole responsibility of the Artist(s).

16. RFP RESPONSE FORMS

Please download the RFP response form from the project Call for Artists webpage – www.northernhills.ab.ca/call-for-artist-mural-project/.



17. PROJECT TIMELINE

The review of the RFP submissions will be completed as outlined in the schedule below. If additional information or discussions are needed with any respondents during this process, the respondent will be contacted by the NHCA. All timelines below follow Mountain Standard Time (MST).

RFP Call for Artists Release Thursday May 10, 2018 Email notification of Intention to Respond (OPTIONAL, not required, but appreciated) Submission of RFP Questions Deadline Friday, 5 pm May 25, 2018 Responses to Emailed Questions Posted to Website Thursday, 12 pm May 31, 2018 NHCA Submission DEADLINE Thursday, 12 pm May 31, 2018 Artist Interviews May 31-June 1, 2018 Artist Interviews June 2-3, 2018 Clarifications/Questions Artists Notified of Selection Monday June 4, 2018 RFP Contract Finalized & Signed Wednesday June 6, 2018 Initial Meeting & Design Discussion Thursday June 7, 2018 Project Schedule Finalized Friday June 8, 2018 Homeowner Consultation Saturday June 9, 2018 Community Consultation June 10-20, 2018 Initial Concept Design June 18, 2018 Design Concept Finalized Suday June 26, 2018 Paint Mural Long weekend August 4-6, 2018 Completion Date Sunday September 9, 2018 Community Celebration Event Saturday September 15, 2018 Final Project Reports October 12, 2018	<u>ITEM</u>	<u>DE</u>	ADLINE
Submission of RFP Questions Deadline Friday, 5 pm May 25, 2018 Responses to Emailed Questions Posted to Website RFP Submission DEADLINE Thursday, 12 pm May 31, 2018 NHCA Submission Review May 31-June 1, 2018 Artist Interviews Clarifications/Questions Artists Notified of Selection Monday June 4, 2018 RFP Contract Finalized & Signed Wednesday June 6, 2018 Initial Meeting & Design Discussion Thursday June 7, 2018 Homeowner Consultation Saturday June 9, 2018 Community Consultation Sunday June 10-20, 2018 Initial Concept Design June 18, 2018 Design Concept Finalized Sunday June 24, 2018 Determine Paint Materials Required & Place Product Orders Paint Mural Long weekend August 4-6, 2018 Community Celebration Event Saturday September 9, 2018	RFP Call for Artists Release	Thursday	May 10, 2018
Responses to Emailed Questions Posted to Website RFP Submission DEADLINE Thursday, 12 pm May 31, 2018 NHCA Submission Review Artist Interviews Clarifications/Questions Artists Notified of Selection Monday June 4, 2018 RFP Contract Finalized & Signed Wednesday June 6, 2018 Initial Meeting & Design Discussion Thursday June 8, 2018 Homeowner Consultation Saturday June 9, 2018 Initial Concept Design Design Concept Finalized Sunday Determine Paint Materials Required & Place Product Orders Paint Mural Completion Date Community Celebration Event Saturday September 9, 2018 Community Celebration Event		Monday	May 21, 2018
RFP Submission DEADLINE RFP Submission DEADLINE NHCA Submission Review Artist Interviews Clarifications/Questions Artists Notified of Selection Monday Monday June 4, 2018 RFP Contract Finalized & Signed Wednesday June 6, 2018 Initial Meeting & Design Discussion Thursday June 7, 2018 Project Schedule Finalized Friday June 8, 2018 Homeowner Consultation Saturday June 9, 2018 Community Consultation June 10-20, 2018 Initial Concept Design Design Concept Finalized Sunday Determine Paint Materials Required & Place Product Orders Paint Mural Long weekend August 4-6, 2018 Community Celebration Event Saturday September 9, 2018	Submission of RFP Questions Deadline	Friday, 5 pm	May 25, 2018
NHCA Submission Review Artist Interviews Clarifications/Questions Artists Notified of Selection Monday June 4, 2018 RFP Contract Finalized & Signed Wednesday June 6, 2018 Initial Meeting & Design Discussion Thursday June 7, 2018 Project Schedule Finalized Friday June 8, 2018 Homeowner Consultation Saturday June 9, 2018 Community Consultation June 10-20, 2018 Initial Concept Design June 18, 2018 Design Concept Finalized Sunday June 24, 2018 Determine Paint Materials Required & Place Product Orders Paint Mural Long weekend August 4-6, 2018 Completion Date Sunday September 9, 2018 Community Celebration Event Saturday September 15, 2018	•	Daily	May 25, 2018
Artist Interviews Clarifications/Questions Artists Notified of Selection Monday Monday June 4, 2018 RFP Contract Finalized & Signed Wednesday June 6, 2018 Initial Meeting & Design Discussion Thursday June 7, 2018 Project Schedule Finalized Friday June 8, 2018 Homeowner Consultation Saturday June 9, 2018 Community Consultation June 10-20, 2018 Initial Concept Design June 18, 2018 Design Concept Finalized Sunday June 24, 2018 Determine Paint Materials Required & Place Product Orders Paint Mural Long weekend August 4-6, 2018 Completion Date Sunday September 9, 2018 Community Celebration Event Saturday September 15, 2018	RFP Submission DEADLINE	Thursday, 12 pm	May 31, 2018
Clarifications/Questions Artists Notified of Selection Monday June 4, 2018 RFP Contract Finalized & Signed Wednesday June 6, 2018 Initial Meeting & Design Discussion Thursday June 7, 2018 Project Schedule Finalized Friday June 8, 2018 Homeowner Consultation Saturday June 9, 2018 Community Consultation June 10-20, 2018 Initial Concept Design June 18, 2018 Design Concept Finalized Sunday June 24, 2018 Determine Paint Materials Required & Place Product Orders Paint Mural Long weekend August 4-6, 2018 Completion Date Sunday September 9, 2018 Community Celebration Event Saturday September 15, 2018	NHCA Submission Review		May 31-June 1, 2018
RFP Contract Finalized & Signed Wednesday June 6, 2018 Initial Meeting & Design Discussion Thursday June 7, 2018 Project Schedule Finalized Friday June 8, 2018 Homeowner Consultation Saturday June 9, 2018 Community Consultation June 10-20, 2018 Initial Concept Design June 18, 2018 Design Concept Finalized Sunday June 24, 2018 Determine Paint Materials Required & Place Product Orders Paint Mural Long weekend August 4-6, 2018 Completion Date Sunday September 9, 2018 Community Celebration Event Saturday September 15, 2018			June 2-3, 2018
Initial Meeting & Design Discussion Thursday June 7, 2018 Project Schedule Finalized Friday June 8, 2018 Homeowner Consultation Saturday June 9, 2018 Community Consultation June 10-20, 2018 Initial Concept Design June 18, 2018 Design Concept Finalized Sunday June 24, 2018 Determine Paint Materials Required & Place Product Orders Paint Mural Long weekend August 4-6, 2018 Completion Date Sunday September 9, 2018 Community Celebration Event Saturday September 15, 2018	Artists Notified of Selection	Monday	June 4, 2018
Project Schedule Finalized Friday June 8, 2018 Homeowner Consultation Saturday June 9, 2018 Community Consultation June 10-20, 2018 Initial Concept Design June 18, 2018 Design Concept Finalized Sunday June 24, 2018 Determine Paint Materials Required & Place Product Orders Paint Mural Long weekend August 4-6, 2018 Completion Date Sunday September 9, 2018 Community Celebration Event Saturday September 15, 2018	RFP Contract Finalized & Signed	Wednesday	June 6, 2018
Homeowner Consultation Community Consultation June 9, 2018 Initial Concept Design Design Concept Finalized Sunday Determine Paint Materials Required & Place Product Orders Paint Mural Long weekend Completion Date Sunday September 9, 2018 Sunday September 15, 2018 Saturday September 15, 2018	Initial Meeting & Design Discussion	Thursday	June 7, 2018
Community Consultation Initial Concept Design Design Concept Finalized Determine Paint Materials Required & Place Product Orders Paint Mural Completion Date Community Celebration Event June 10-20, 2018 June 18, 2018 Tuesday June 24, 2018 Tuesday June 26, 2018 August 4-6, 2018 September 9, 2018 September 15, 2018	Project Schedule Finalized	Friday	June 8, 2018
Initial Concept Design Design Concept Finalized Sunday June 24, 2018 Determine Paint Materials Required & Place Product Orders Paint Mural Long weekend August 4-6, 2018 Completion Date Sunday September 9, 2018 Community Celebration Event Saturday September 15, 2018	Homeowner Consultation	Saturday	June 9, 2018
Design Concept Finalized Determine Paint Materials Required & Place Product Orders Paint Mural Completion Date Community Celebration Event Sunday Sunday June 24, 2018 Tuesday June 26, 2018 Long weekend August 4-6, 2018 Sunday September 9, 2018 Saturday September 15, 2018	Community Consultation		June 10-20, 2018
Determine Paint Materials Required & Place Product Orders Paint Mural Long weekend August 4-6, 2018 Completion Date Sunday September 9, 2018 Community Celebration Event Saturday September 15, 2018	Initial Concept Design		June 18, 2018
Product Orders Paint Mural Long weekend August 4-6, 2018 Completion Date Sunday September 9, 2018 Community Celebration Event Saturday September 15, 2018	Design Concept Finalized	Sunday	June 24, 2018
Completion Date Sunday September 9, 2018 Community Celebration Event Saturday September 15, 2018		Tuesday	June 26, 2018
Community Celebration Event Saturday September 15, 2018	Paint Mural	Long weekend	August 4-6, 2018
	Completion Date	Sunday	September 9, 2018
Final Project Reports October 12, 2018	Community Celebration Event	Saturday	September 15, 2018
	Final Project Reports		October 12, 2018

The NHCA reserves the right to change this schedule at any time for any reason at its own discretion without prior notification.

Any changes or additional information for the Northern Hills Community Mural Project schedule, including responses to questions will be uploaded to the NHCA mural project webpage. Email notifications of updates to the RFP will be sent to Artists who have notified the NHCA of their intent to submit a response.



18. GENERAL TERMS & CONDITIONS

All respondents to this RFP recognize and agree to the following NHCA terms and conditions:

- 1. The contract for this RFP cannot be subcontracted to another entity.
- 2. All RFP respondents must agree to the requirements as outlined in the above RFP and the terms and conditions as provided below in their entirety.
- 3. All respondents must disclose any relevant conflicts of interest and/or pending lawsuits.
- 4. The deadline for submission is Thursday, May 31, 2018 at 12:00pm. The NHCA reserves the right to extend this deadline for any reason at its own discretion.
- 5. The scope of the NHCA Northern Hills Community Mural Project includes but may not be limited to community engagement of Northern Hills residents and the oversight and management of the design and installation of the mural. Completion of the mural includes but may not be limited to the preparation of the wooden fence line and the application of 2 coats of the primer, the mural layer, 2 coats of UV top coat and 2 coats of anti-graffiti protection.
- 6. All paint and protection coatings as well as water buckets, paint brushes, paint rollers and paint roller covers are to be provided by the NHCA. It will be appreciated if the RFP Artist is able to help source donations for the painting supplies such as paint brushes through their networks.
- 7. The NHCA reserves the right to not consider incomplete RFP submissions.
- 8. The NHCA reserves the right in its absolute discretion to accept or reject any and all RFP responses received as well as the right to waive formalities as it sees fit in the best interest of the NHCA and the Community Mural Project.
- 9. The NHCA reserves the right in its absolute discretion to accept the RFP response that is deemed to be the most favourable in the interests of the project and for the NHCA for any reason.
- 10. The NHCA reserves the right to amend the RFP, its contents and process for any reason, at any time without prior notice. Any amendments made to the RFP will be posted on the NHCA mural project webpage www.NorthernHills.ab.ca/Call-for-Artist-Mural-Project/.
 - It is the responsibility of responders to check the NHCA mural project webpage for notifications of amendments.
- 11. The NHCA, in its sole discretion, is under no obligation to proceed with this RFP or award a contract if it so determines. The NHCA may cancel or reissue this RFP at any time, for any reason without prior notification.
- 12. All files and/or materials provided to the NHCA as part of an Artist's submission become and remain the property of the NHCA and may be used to promote this RFP, the NHCA's Northern Hills Community Mural Project or the NHCA in general. Materials will not be returned to the Respondent.
- 13. Artists responding to this RFP are responsible for all costs related to the preparation and submission of the RFP response. All expenses incurred by the Artist prior to signing a contract with the NHCA shall be the responsibility of the Artist and may not be claimed against the NHCA, the Northern Hills Community Mural Project or its associates in any way, for any reason.
- The NHCA shall not be required in any way to reply to the responses received.
- 15. The award of a contract from this RFP is conditional upon the successful Artist entering into a contract agreement to meet all required obligations as outlined by the NHCA contract agreement.
- 16. The final design concept is subject to the NHCA Community Mural Project Committee approval. Once approved, the selected mural design concept is subject to amendments by the NHCA at any time during the design and installation process, for any reason such as image suitability.



- 17. While creative visual art design is appreciated and encouraged, any content that is deemed to be inappropriate by the NHCA, for any reason, will not be permitted to be included in the mural design.
- 18. Artist compensation for the design and installation of the community mural as outlined within this RFP shall be inclusive of all work and any additional work required to successfully complete the mural installation by September 9, 2018. Should weather cause the completion of the mural to be delayed to Summer 2019, the Artist will be under contract to complete the mural in Summer 2019.
- 19. All work completed under the contract resulting from this RFP shall become the sole property of the NHCA. The successful artist shall transfer all rights and claims to the mural and its design in their entirety to the NHCA upon the signature of the contract agreement.
- 20. As a condition of being awarded this RFP contract, the successful artist must provide proof of the required liability insurance and Workers Compensation Board (WCB) coverage for the duration of the project. This liability insurance and WCB coverage cannot be cancelled or changed during the completion of the community mural project for any reason unless first agreed to with the NHCA. Should there be weather delays, this required liability and WCB coverage would be required until the project is completed. Copies of insurance and WCB coverage must be provided to the NHCA for their files.
- 21. The successful Artist consents to the use of their personal information for the purpose of completing the Northern Hills Community Mural Project. This may include publishing their artist bio/statement, showing their previous artwork and/or sharing their email address and phone number with NHCA employees, project volunteers and others involved with the project for the purposes of communicating about the mural project.
- 22. By entering into this RFP, you are aware that any contract that results from this RFP is a record of the NHCA in its entirety. As such, all information submitted in response to this RFP is a record of the NHCA that may become public, without exception.

Additionally, submission of any materials in response to this RFP constitutes a waiver by the applicant of any claim that the information is protected from disclosure.

By submitting materials:

- a. You consent to the release of such materials by the NHCA and its Committees for any reason and without further notice to you.
- b. You agree to indemnify and hold harmless the NHCA, its employees, committees, volunteers, partners and sponsors, parties named herein for release of such information.
- 23. By making a submission to this Call for Artists, the Artist guarantees that the designs submitted are their own original creations and do not infringe upon the copyright of any other individual, group or organization.
- 24. Final contract terms and conditions will be negotiated upon selection of the winning Artist. All contractual terms and conditions will be subject to review by the NHCA's legal counsel and will include scope, budget, schedule, and other necessary items pertaining to the project.
- 25. The successful Artist will be required to sign an agreement with the NHCA. Upon notification of being selected to be awarded the RFP, the successful Artist will have 3 days to sign the agreement. If an agreement cannot be reached within 3 days, the NHCA may award the contract to the second highest scoring Artist and allow 3 days for that Artist to finalize and sign the agreement or cancel and re-issue the RFP.



19. RFP SUBMISSION CHECKLIST

The completed and signed RFP application PDF file.
If you are applying as a group of artists, please include the information for the lead Artist and a list of the other artists that will form your project team along with their city location and websites in they have one.
Your references.
A brief artist bio (maximum 175 words)
Your artist experience, no more than 2 pages, including any large scale visual artworks and professional accomplishments.
3 to 5 examples of previous mural projects and/or examples of previous artwork that represent you style and artistic capability.
A list of your community engagement experience or experience in working with groups of people to achieve a project goal.
An overview of a proposed community engagement plan.
A proposed plan outline to manage the August 4-6 weekend when 14,000 people will be invited to paint the mural over three days and attempt to break the world mural record.
Suggested paint materials to complete the mural per the questions provided.

Please include the following with your submission. Bullet format response is accepted.



APPENDIX 1: PHOTOS OF THE FENCE LINE

The photos below are of the fence line along Coventry Hills Blvd. The fence is built in sections with brick pillars that are staggered an estimated every 40-50 feet. The sections between the brick pillars are made of three to five, 10-foot sections that are separated by wooden supports.

Also noted are two utility boxes, the one below is the largest of the two.





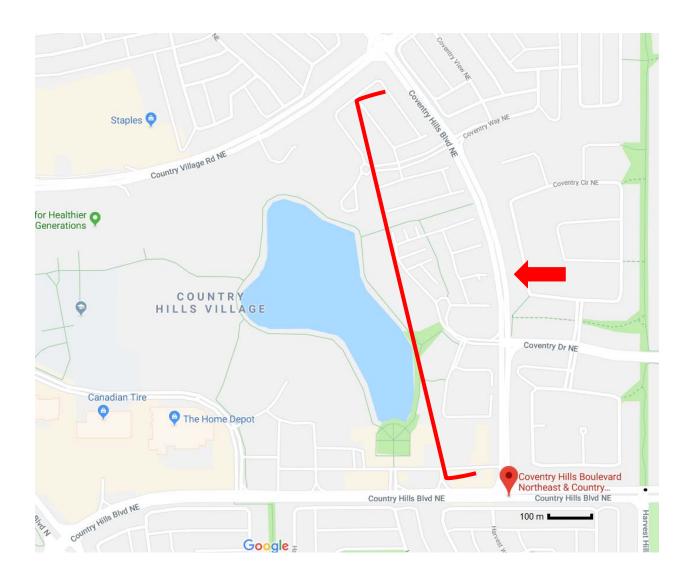






APPENDIX 2: COMMUNITY MURAL PROJECT LOCATION

The community mural will run along the east side of the fence line on Coventry Hills Blvd NE between Country Hills Blvd NE and Coventry Hills Way NE as shown on the map below.





APPENDIX 3: NORTHERN HILLS COMMUNITY ASSOCIATION FAST FACTS

The Northern Hills Community Association is very active in the communities it serves. The table below captures a few highlights of what you can typically find happening in the Hills.

NHC Established:	The Northern Hills Community was established in 1990.
NHCA Founded:	October 17, 1994
	Celebrating 25 Years in 2019
NHCA Communities:	Coventry Hills
	2. Country Hills
	3. Country Hills Village
	4. Harvest Hills
	5. Panorama Hills
	Geographically bordered by Deerfoot Trail to the East, Beddington Trail to the West and South, and Stoney Trail to the North.
Northern Hills Official Community Newsletter:	Northern Hills News is the official newsletter for the Northern Hills Community. It is published by the NHCA and delivered to over 20,000 homes and businesses in the Northern Hills community.
Population:	• 57,000+
	Diverse ethnic and socio-economical backgrounds
	 Expected to grow to about 60,000 people when completely developed
Northern Hills	Ward 3 – Jyoti Gondek
City Councillors:	Ward 4 – Sean Chu
MLA:	Jamie Kleinsteuber
MPs:	Calgary Nose Hill – Michelle Rempel
	Calgary Skyview – Darshan Singh Kang
Schools:	6 Elementary Schools
	2 Middle Schools
	1 High School
What the NHCA	The NHCA is very active in the areas of
Does	Community planning and development
	o Community advocacy
	Beautification and enhancement
	 Sports and recreation.
	<u> </u>



Programs	Adult and Kids Outdoor Soccer
	Adult Slo-Pitch
	 Community Gardens (Coventry Hills and Harvest Hills locations)
	 SPRY in the Hills (senior exercise classes and social activities)
	 Largest youth soccer program in Calgary with around 1200 registered children playing on local fields each spring-summer.
	 Women's recreational year-round indoor/outdoor soccer program.
Services:	Advocacy, Planning, and Development
	Building Safer Communities (Block Watch)
	 Community Spaces (ice rinks, playgrounds projects such as Creating Coventry and Harvest Hills Hub, and community gardens)
	 Membership Discounts (to businesses in the Northern Hills area)
	 Outreach in the Hills (free playgroup programs for parents and kids organized in partnership with Vivo, Family Connections Parents Link, and NHCA)
	 Social Support Outreach Program (Community Advocates from Bow West Community Resource Centre)
Annual Events:	• AGM
	Business and Services Fair
	Community Clean-Up
	Neighbour Day Celebration
	Northern Lights Contest
	Soccer Wind-Up Party
Website	www.NorthernHills.ab.ca